EVALUATION PERIOD:

From:_____/_____/_____

To:_____/_____/_____

Douglas-Cherokee Economic Authority, Inc.
Evaluation Form

Employee: _____

Title: _____

Program: _____

Unsatisfactory: Performance Inadequate

Needs Improvement: Much - Does not fully meet requirements

Some: - Meets most of the requirements

Expected Performance: Meets specified competency level

Note: Comments and particular concerns about any item may be noted on back of this page

		Expected Perform-ance	Needs Improvement		Unsatis-factory	
			Some	Much		
1	Indicates appropriate knowledge of position responsibilities					1
2	Works effectively with others					2
3	Facilitates the solution of problems					3
4	Attends to details in a dependable and conscientious manner					4
5	Performs work with little direction or supervision					5
6	Plans effectively					6
7	Exhibits accuracy, thoroughness and neatness in work					7
8	Produces an acceptable volume of work efficiently in a specified time					8
9	Can be relied upon regarding task completion and follow-up					9
10	Develops and accomplishes realistic work plans and objectives					10
11	Seeks out new assignments and assumes additional duties when necessary					11
12	Demonstrates proper judgment and decision making skills					12
13	Has acceptable overall attendance record and punctuality					13
14	Indicates enthusiasm for professional goals.					14
15	Displays commitment to the program and the agency					15

For supervisory positions:

16	Delegates responsibility with commensurate authority					16
17	Understands and uses modern and applicable management procedures					17
18	Accepts full accountability for her or her actions and those of his/her subordinates.					18

Comments on overall evaluation: _____

_____

_____

Focus for next evaluation period: _____

_____

_____

_____

Signature of Immediate Supervisor _____ Date _____

Signature of Employee _____ Date _____

Indicate comments and/or particular concerns about any of the numbered items of the opposite page.

#	Comments/Concerns

Supervisor Initials

Employee Initials